

**UNCLASSIFIED (U)**

U.S. Department of State Foreign Affairs Manual Volume 4 Handbook 1  
Account Structure and Classification Codes Handbook

## **5 FAH-1 H-1030 THE UNITED STATES OF AMERICA**

*(CT:CH-26; 06-21-2012)*

*(Office of Origin: IRM/BMP/GRP/GP)*

*(Updated only to revise Office of Origin and some formatting)*

### **5 FAH-1 H-1031 USING THE FULL NAME**

*(TL:CH-4; 07-31-2002)*

Use the full name of this country as it appears in the Constitution—"United States of America"—in all formal documents and communications, which constitute parts of international agreements. The shorter form (United States; U.S.) may be used in all other correspondence.

### **5 FAH-1 H-1032 USING THE ADJECTIVE FORM**

*(CT:CH-19; 7-27-2007)*

- a. The adjective "American" is commonly used in informal speech or correspondence when referring to the United States of America (e.g., American Ambassador, American Embassy, etc.). When it is important to show the sovereignty of the United States of America, use the adjective "United States" or "U.S.", (e.g., United States citizen, U.S. territorial possessions, etc.).
- b. In informal correspondence, the adjective "United States" or the abbreviation "U.S." may be used. When using "United States" as a noun, always spell it out.

### **5 FAH-1 H-1033 FOREIGN DIPLOMATS IN THE UNITED STATES**

*(CT:CH-19; 7-27-2007)*

The Department of State Protocol Office (S/CPR) maintains the official Diplomatic List, and updates it three times per year. For the current official list of names of specific representatives, their order of precedence, and changes in titles or status of missions, see the Diplomatic List at the State Department Internet Web site.

### **5 FAH-1 H-1034 THROUGH H-1039 UNASSIGNED**

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(*TL:CH-1; 09-30-1993*)